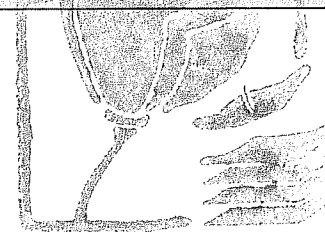


RECORDS RETENTION SCHEDULE

Genocat 27409

Submit three copies to: Department of General Services, California Records and Information Management, 344 N. 7th Street, Sacramento, CA 95814.

(1) DEPARTMENT, BOARD OR COMMISSION CALFIRE-Department of Forestry and Fire Protection		(2) AGENCY BILLING CODE 13215		(3) PAGE 1 OF 9 PAGES
(4) DIVISION/ BRANCH/ SECTION Tehama-Glenn Unit		(5) ADDRESS 604 Antelope Blvd. Red Bluff, CA 96080		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER CDF-08-07-215	(10) SCHEDULE DATE 1-2-08	(11) NUMBER OF PAGES 9	(12) CUBIC FEET (Total Schedule) 239
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER CDF-97-07-215	(14) APPROVAL NUMBER 97-175	(15) APPROVAL DATE (S) 8-22-97	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT To protect lives, property, and natural resources from fire and environmental degradation. Reporting HQ for: Tehama Glenn Unit Headquarters, Ishi Conservation Camp, Sal Creek Conservation Camp, Valley View Conservation Camp, and all Schedule A & B Fire Stations.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Chuck Schoendie		(19) TITLE Assistant Chief-Administration	(20) PHONE NUMBER 530-528-5199	(21) DATE SIGNED 10/18/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE- RECORDS MGMT. ANALYST Donna Kazman	(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) Donna Kazman	(25) PHONE NUMBER 916-324-7087	(26) DATE SIGNED 1-2-08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE –CalRIM CONSULTANT Janice C. Finch		(28) APPROVAL NUMBER 08-002	(29) DATE SIGNED 1/9/2008	(30) EXPIRATION 1/9/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist		(34) DATE SIGNED Jan. 17, 2008		



CALIFORNIA
STATE ARCHIVES

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1.	8	NOTIFY ARCHIVES	Fire Protection, General & Administrative correspondence	P		1	2		3		CAL FIRE Policy. Archives hold.
2.	8	NOTIFY ARCHIVES	Operational Preparedness, General, Correspondence	P		Active + 1	2		Active + 3		Active during fire season. Retain 3 years after. CAL FIRE Policy. Archives hold.
3.	6		ECC, telecommunications, FC 101's, COM files, AO-366, dispatch and flight records.	P		Active + 1	2		Active + 3		Active during fire season. Retain 3 years after. CAL FIRE Policy. Archives hold.
4.	51		FC 34's, Interagency report of incident and dispatch action.	P		Active + 1	4		Active + 5		Active during fire season. Retain 5 years after. CAL FIRE Policy.
5.	1		FC 40 Copies, Incident cost packet	P		Active + 1	4		Active + 5	X	Active during fire season. Retain 5 years after. CAL FIRE Policy.
6.	1		Civil Cost Recovery, \$500,000 to Sacramento, \$50,000 to regions, rest at Units	P		Active	10		Active + 10	X	Active until case closed. CALFIE policy. Retain department storage for 10 years, confidential destruct. GC 6254.
7.	2		Hazardous zones maps, plans, blueprints, checks, subdivisions.	P		Current	3		Current + 3		Current until superseded. Only replace when needed. CCR 1220 PRC 4101.
8.	25	NOTIFY ARCHIVES	Topo (State Responsibility Area) maps (original copies only)	P		Current			Current		Current until superseded. Only replace when needed. CCR 1220.
9.	10	NOTIFY ARCHIVES	Fire Prevention, general	P		1	3		4	X	CALFIRE policy. Confidential destruction. GC 6254

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
10.	1		Fire Safety Inspection LE-100, With citation	P		5			5	X	CAL FIRE Policy. Handbook 9000, Chapter 9211. GC 6254.
11.	1		LE-100 without citation	P		1			1	XI	CAL FIRE Policy. GC 1798, GC 6254.
12.	3	NOTIFY ARCHIVES	Law Enforcement (general and correspondence)	P		3			3	X	CAL FIRE 9000, 9400. Confidential destruction GC 6254, CC 1798.40. Archives hold.
13.	4		Peace Officer; Investigations, arson, fire felonies, personnel	P		Active	10		Active + 10		Active until case closed. CALFIRE Policy. Retain in department storage 10 years. Confidential destruction. GC 6254
14.	4	NOTIFY ARCHIVES	Cooperative Fire and Camps Contracts between Local, Federal and State. Schedule A and Amador.	P		5			5		CAL FIRE Policy.
15.	5		Mobile Equipment, all documents related to usage of vehicles, STD 271, 272, 273, accidents-vehicle STD 270(copies)	P		Active	1		Active + 1		Retain at least one year from end of fiscal year.
16.	1		Review of state driver accident STD 274.	P		1			1		Retain until disposition of automobile is made. After that destroy after audit or four years or audit whichever comes first.
17.	1	NOTIFY ARCHIVES	Resource Management, General & Administrative Correspondence	P		1	2		3		Retain 1 year in office and 2 years in department storage.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
18.	1		Forest Practice, Enforcement investigations. Notices intent correct action, litigation reports, statements charges, information on misdemeanor acts related to violations.	P		Active + 1	2		Active + 3	X	Active until case closed. Retain in department storage 2 more years. Confidential destruction. GC 6254. CC 1798.40.
19.	1		Timberland conversions (originals in region offices).	P		Active + 1	2		Active + 3		CCP 338. Active until conversion completed at no further action planned. CCR 1100, PRC 46228.
20.	5	NOTIFY ARCHIVES	Forestry Assistance, CA Forest Improvement Program (CFIP) contracts	P		Active +2	7		Active + 9	X	Active life of contract. Microfilm diazo in Sacramento, silver in vital records vault) Confidential destruct. GC 6254.
21.	1	NOTIFY ARCHIVES	Environmental – CEQU	P		1			1		CALFIRE policy, California Environmental Quality Act.
22.	25	NOTIFY ARCHIVES	Timber Harvest Plans, work papers in region and area offices read only ROMS going to ranger units.	P	V	Active	5		Active + 5		PRC 4581-92, 4555, 4561. Active until completion of operation or termination of plan. (Vital protection microfilm in region offices) CCR 895.1, 912.9.
23.	2	NOTIFY ARCHIVES	Vegetation Management, prescribed burning contracts, copies only	P		3			3		CAL FIRE Policy.
24.	5	NOTIFY ARCHIVES	Management Services, General & Administrative, correspondence	P		3			3		CAL FIRE Policy. Recycle.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
25.	4		Accounting, Reports; Calstars, FC-33, FC-42	P		2	2		4		SAM 1600, Retain 2 years in office then 2 more years in department storage. Recycle after audit or 4 years whichever first.
26.	1		Uniforms	P		Cal + 2			Cal + 2	X	Confidential destruction after calendar and 2 years. GC 6254
27.	9		Claims-Disbursements	P		2	2		4	XI	Confidential destruction after audit or 4 year, whichever first, EXCEPT CHECKS, 4 years.
28.	1		Travel & Transportation	P		3	1		4	XI	Confidential destruct after audit or 4 years whichever first. GC 6254
29.	4		Budgets	P		2	2		4		Recycle after audit or 4 years, whichever first. SAM 1600-3.
30.	1		Technical Services Architectural & Engineering construction projects, water & sewer districts, district copies.	P		Active + 4			Active + 4		Active life of property/lease. Then transfer to Lands Unit, Sacramento for permanent storage. SAM 1600.
31.	2		Real Property Lands, station leases, surveying, cap outlay, buildings, improvements, mountain top vaults, repeaters, copies.	P		Active	4		Active + 4		Active while owned. After audit or 4 years forward to Technical Services, Sacramento for permanent storage. SAM 1600-3.
32.	1		Contracts, interagency agreements (copies only)	P		Active + 2			Active + 2		Active until contract expires or terminated. Retain 2 years department storage. Recycle. Originals in Sacramento.

08-002

ITEM #	CUBIC FEET	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
33.	2		Procurement/supply. STD 65's, MRTs, (F-72), Purchase estimate (Std. 66) CalCard	P		Active + 2	2		Active + 4		Active until encumbrance liquidated. Recycle after audit or 4 years, whichever first.
34.	2		Property/Equipment management (STD 153), state inventories (STD 157), transfers (STD 158) and surveys (STD 152)	P		1	3		4		Keep until a physical inventory has been taken and reconciled to the perpetual inventory. Recycle after audit only. CALFIRE Policy.
35.	5		DMV Pull Records, driving skill tests and documentation	P		Current			Current		Keep driving skill records until employee separates, and Pull Records are deleted from DMV Pull Program. Confidential destruction.
36.	2		Federal Excess Personal Property Inventory sheets, SF 120, SF 122, all required documentation on the property	P		Active + 3			Active + 3		Forest Services Handbook 409.32. Active until disposal of property. Transfer to FEPP in Sacramento for permanent storage. Recycle.
37.	4		Training/Safety, Individual Training Records (ITR) employees	P		Current			Current	XI	Current until superseded. Confidential destruction. GC 6254, CC 1798.3 (incomplete automation)
38.	1		Personnel, General correspondence, job related	P		1	2		3	XI	SAM 1600 Retain no longer than 3 years giving consideration to timeliness, relevance, and necessity. Confidential destruction, CC 1798, GC 6254.
39.	1		Worker's Compensation (IDL, NDI, EIDL) Risk Management, injured	P		Active + 2			Active + 2	X	Active until settlement. Then 2 more years. CC 3204, confidential destruction. GC 6254. DON' FILE IN EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
40.	2		Disability retirement/disciplinary termination, resign with fault, AWOL.	P		Active			Active	XI	Active until employee reaches age 70; Confidential destruction GC 6254.
41.	3		Payroll, SCO 680, STD 671, std 650, std 686, std 687, HBD-12	P		2	2		4		See specifics in SAM 1600 AT-1. Pay period + 4 years, Confidential destruction.
42.	4		Attendance Reports CAL FIRE 681, E-Pay time sheets, FC-33's, STD 634, CALFIRE 634	P		Pay period + 5	3		Pay period + 5	XI	Pay period and 5 years. Confidential destruction GC 6254. CC 1798.3
43.	2		Hiring-Probes/individual development plans; STD. 636-637	P		Current + 3			Current + 3	XI	Current until superseded EXCEPT IF POSSIBL ADVERSE ACTION KEEP 3 YEARS. Confidential destruction. GC 6254, CC 1798.34
44.	2		Official Personnel Folders (Active)	P		Active			Active	XI	Active until separation. Confidential destruction GC 6254, CC 1798.34.
45.	2		Employee File Records – Benefits	P		Current			Current	XI	Current until superseded or cancelled. Confidential destruction GC 6254.
46.	1		Separated Employees-resigned without fault, volunteer retirement, rejected on probe.	P		Active + 5			Active + 5	XI	Retain 5 years after separation, confidential destruction GC 6254.
47.	2		Examination applications, employee hired	P		2			2	XI	Retain 2 years after appointment date. Confidential destruction GC 6254
48.	1		Exam Applications, employee not hired.	P		2			2	XI	Retain 2 years after completion of interview process. Confidential destruction GC 6254.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
49.	1		Adverse Action (Punitive)	P		3			3	XI	Retain 3 years or whatever stipulated in agreement. Confidential destruction GC 6254.
50.	2		SCIF-3067 Report of Occupational Injury/Illness, STD 270, Vehicle accidents, 268 Accidents – other (copies)	P		Active + 2			Active + 2	X	Active until settlement. Confidential GC 6254. DON'T FILE IN EMPLOYEE'S OFFICIAL PERSONNEL FOLDER. CCR 3204
51.	1		Std 610-Health Questionnaire STD 610 HQ Medical Report, Nontoxic	P		Active	5		Active + 5	X	Active until employee separates from state service. Confidential destruction. KEEP MEDICAL RECORDS IN A SEALED ENVELOPE. GC 6254
52.	1		STD. 610 HQ Medical Report, Toxic	P		Active	30		Active +30	XI	Active until employee separates from state service. Then THIRTY more years. Confidential destruction. GC 1798. GC 6254. KEEP MEDICAL RECORS IN A SEALED ENVELOPE.
53.	1		Awards, medals, employee suggestions (copies only)	P		5			5	XI	SAM 1600, SAM 4700, Confidential destruction: awards. GC 6254.
54.	1		Information Technology, EDP Property Account Reports	P		Active + 4			Active + 4		Active while owned, then recycle after audit or years whichever first. SAM 1600.
55.	1		Records Retention Schedule Approval Request and Records Retention Schedules (State agency STD. Forms 73. Program Record copies.	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
56.			STD 70 – Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory.
57.			STD 71 – Records Transfer List	P		Current			Current		Retain as current until all records listed have been either destroyed, retired permanently, transferred to the State Archives or when no longer needed, whichever is later.
58.			STD 76 – State Records Center Reference Request	P		Active			Active		Retain as active until request for referral or withdrawal is completed.
59.			Authorization for Records Destruction	P		4			4		Retain for 2 years from date destruction is authorized. Then retain 2 more years or un-audited, whichever occurs first. (Max. 4 years)

Total Cubic Feet: 239

~ SUMMARY OF CHANGES ~

Item 1 - Legal STD. 730 State of Economic Interests – Form has been discontinued many years, and retention was for current period.

Item 2 - Legislation* - These docs have been absorbed into their individual subject area of record

Item 3 - Strategic Planning – same as above

Item 6 - Fire Reports State Zone to July 1989<300 acres*- these were to be destroyed by 1-1-2000, and evidently were.

Item 7 - Emergency Operations* - Have been absorbed and included in Operational Preparedness, and ECC records.

Item 13 - LE-38 Without Citation – No longer use LE-38 form, was replaced by LE-100

Item 14 - LE-5 Burn Permits without Citation – Accounted for under Fire Protection General Administrative, as they are kept in the front headquarter office.